

**WEST HARTFORD-BLOOMFIELD HEALTH DISTRICT
APPROVED BOARD MEETING MINUTES
WEDNESDAY, JANUARY 15, 2020 AT 9:40 A.M.
580 COTTAGE GROVE ROAD, SUITE 100
BLOOMFIELD, CONNECTICUT 06002**

I. CALL TO ORDER

The meeting was called to order at 9:40 a.m.

Members Present: Matt Hart, Scott Aronson, Robert Smith, Paula Walek, and Phyllis Hyman
WHBHD Staff: Aimee Krauss, Suzette Brown, Eileen Kehl, Helen Drohan, Elizabeth Escalera and Nicole Gibeau
Guests: George Sinnamon, Auditor

II. APPROVAL OF MINUTES OF THE DECEMBER 11, 2019 BOARD MEETING

Chairman Hart asked for a motion to approve the minutes of the December 11, 2019 Board Meeting. Member Walek moved and Member Hyman seconded a motion to approve the minutes. The minutes were approved unanimously.

III. CHAIRPERSON'S REPORT

Chairman Hart reported that the Executive Committee would meet for the first time this afternoon. He was going to organize a meeting of the Human Resources Committee by the month's end.

Chairman Hart reported that Member Salas was stepping down from the Board as of 12/31/2019. He will begin the process to recruit a replacement Board Member.

Director of Health Search – Chairman Hart stated that it is financially prudent to conduct the search for a new Director of Health, internally. The process would be discussed at the Executive Committee level and then the results would be brought to the Board.

IV. ACTING DIRECTOR'S REPORT

Acting Director Krauss reported that the minutes and agendas of the Board meetings are now on the website. An update on the transition process was provided.

V. PRESENTATION OF THE WHBHD FISCAL YEAR 2018-2019 AUDIT

George Sinnamon of Sinnamon & Associates, LLC provided an explanation of the fiscal year 2018-2019 financial audit and the requirement in responding to the schedule of findings. Acting Director Krauss is required to provide a management letter to address. He stated that the Board had until 1/30/2020 to approve the audit or they have the option to ask for a second extension.

Member Aronson moved and Member Walek seconded a motion to approve the fiscal year 2018-2019 financial audit. The motion was approved unanimously.

VI. FINANCIAL REPORT

Suzette Brown presented the financial report. Member Walek moved and Member Hyman seconded the motion to approve the report. The motion was approved unanimously.

VII. AUTHORIZATION OF THE DRAFT WHBHD FISCAL YEAR 2020-2021 BUDGET FOR PUBLIC HEARING.

Acting Director Krauss presented the 2020-2021 budget. After some discussion, the Board decided that the Executive Committee would make some edits and bring them back to the full Board at the February meeting. Once the budget was approved, it would be presented at a public hearing.

VIII. PROPOSED FEE SCHEDULE

Acting Director Krauss presented suggestions for increases in fees (ex: food licenses, salon licenses and daycares that provide food). Member Aronson moved and Member Walek seconded a motion to approve the fee schedules increases. The motion was passed unanimously.

IX. WHBHD EMPLOYEE MANUAL

Acting Director Krauss put forward some revisions to the existing WHBHD employee manual. The main revisions concerned meal periods, compensation time and required direct deposits for payroll. Member Aronson moved and Member Walek seconded a motion to approve the employee manual revisions with the exception of the topic of compensation time. Chairman Hart requested additional time to review the state guidelines on this issue. The motion was passed unanimously.

X. AUTHORIZATION FOR THE ACTING DIRECTOR OF HEALTH TO EXECUTE AN AGREEMENT WITH THE NATIONAL ENVIRONMENTAL HEALTH ASSOCIATION AND CENTERS FOR DISEASE CONTROL TO COMPLETE NATIONAL ENVIRONMENTAL ASSESSMENT REPORT SYSTEM REQUIREMENTS

Acting Director Krauss reported that this grant would provide environmental assessment training concerning foodborne illnesses for inspectors and nurses. The grant would begin February 1, 2020.

Member Walek moved and Member Aronson seconded a motion to enter into this agreement. The motion was passed unanimously.

XI. OTHER BUSINESS

Chairman Hart reported that Member Salas submitted his resignation as a WHBHD Board Member. Chairman Hart will look into a replacement.

XII. EXECUTIVE SESSION

In accordance with the Connecticut General Statutes, Section 1-200(6)(D), the District Board entered into executive session for the purpose of discussing the lease of real estate. It was voted to go into executive session at 12:10 p.m.

XIII. ADJOURNMENT

Member Hyman moved and Member Aronson seconded a motion to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 12:18 p.m.

